

ADDENDUM TO SECTION 2

Procedure for Filing the Verified Statement of Social Security Number (Official Form 21)

The *new* Statement of Social Security Number (Official Form 21) **must** be filed with the court and will be available **only** to the court.

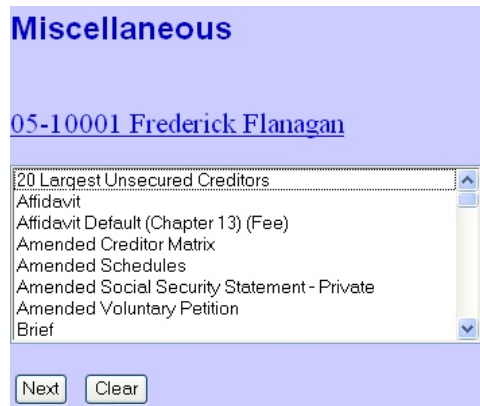
It *will not* become part of the public record . It will *not be* available or viewable to the public at the court or over the internet.

It MUST be filed as a separate PDF document. It should NOT be included with or attached to any other document.

To file the Statement of Social Security Number:

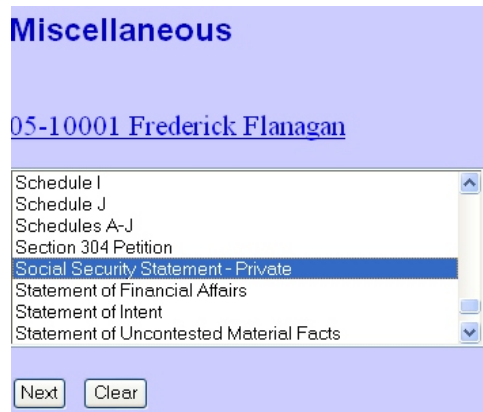
- 1) Click **Bankruptcy**.
- 2) Click **Other**.
- 3) Enter the Case Number then click **Next**.

The Document Selection screen appears as shown below.



The screenshot shows a web interface with a light blue background. At the top, the word "Miscellaneous" is displayed in blue. Below it, the case number "05-10001" and the name "Frederick Flanagan" are shown in blue. A scrollable list box contains the following items: "20 Largest Unsecured Creditors", "Affidavit", "Affidavit Default (Chapter 13) (Fee)", "Amended Creditor Matrix", "Amended Schedules", "Amended Social Security Statement - Private", "Amended Voluntary Petition", and "Brief". At the bottom of the list box are "Next" and "Clear" buttons.

- 4) At the Document Selection screen, select **Social Security Statement - Private** as shown below.



Miscellaneous

05-10001 Frederick Flanagan

Schedule I
Schedule J
Schedules A-J
Section 304 Petition
Social Security Statement - Private
Statement of Financial Affairs
Statement of Intent
Statement of Uncontested Material Facts

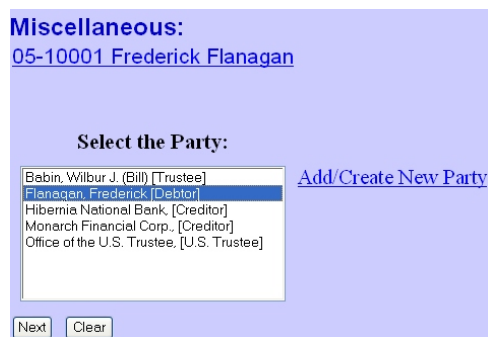
Next Clear

- 5) Click **Next**.

The Joint Attorney Filing prompt appears.

- 6) Click **Next**.

The Party Filer Selection screen appears.



Miscellaneous:
05-10001 Frederick Flanagan

Select the Party:

Babin, Wilbur J. (Bill) [Trustee]
Flanagan, Frederick [Debtor]
Hibernia National Bank, [Creditor]
Monarch Financial Corp., [Creditor]
Office of the U.S. Trustee, [U.S. Trustee]

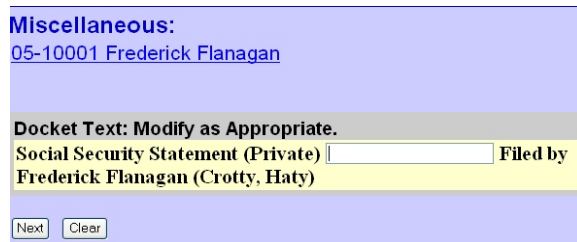
[Add/Create New Party](#)

Next Clear

- 7) Select the Debtor as the filing party.
- 8) Click **Next**.

- 9) At the PDF Selection screen, locate, preview and associate the appropriate PDF file.
- 10) Click **Next**.

The Modify Text screen appears as shown below.



Miscellaneous:
05-10001 Frederick Flanagan

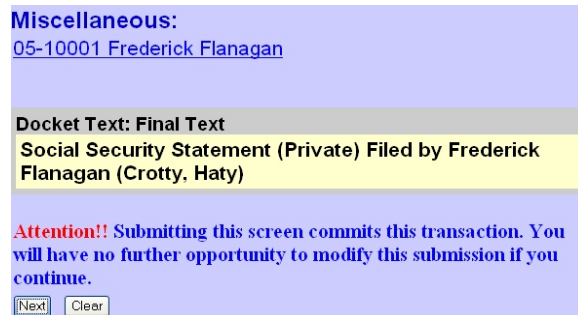
Docket Text: Modify as Appropriate.

Social Security Statement (Private) Filed by
Frederick Flanagan (Crotty, Haty)

Next Clear

- 11) If the entry is correct, click **Next**.

The Final Text screen appears as shown below.



Miscellaneous:
05-10001 Frederick Flanagan

Docket Text: Final Text

Social Security Statement (Private) Filed by Frederick
Flanagan (Crotty, Haty)

Attention!! Submitting this screen commits this transaction. You
will have no further opportunity to modify this submission if you
continue.

Next Clear

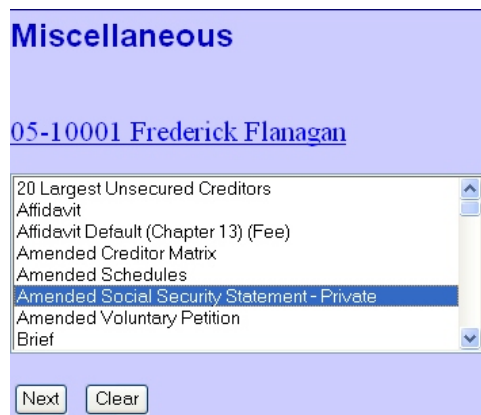
This is your final screen.

- 12) If everything's correct, click **Next**.

The Notice of Electronic Filing appears.

To file an Amended Statement of Social Security Number:

- 1) Click **Bankruptcy**.
- 2) Click **Other**.
- 3) Enter the Case Number then click **Next**.
- 4) At the Document Selection screen, select **Amended Social Security Statement - Private** as shown below.



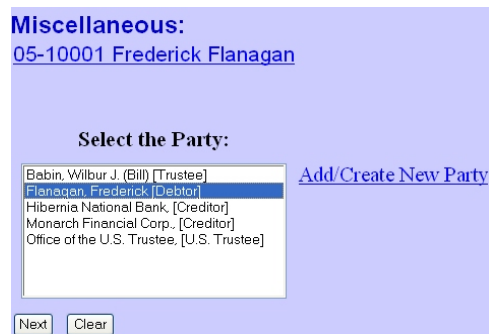
The screenshot shows a web interface with a light blue background. At the top, the word "Miscellaneous" is displayed in blue. Below it, the case number "05-10001" and the name "Frederick Flanagan" are shown in blue. A list box contains the following items: "20 Largest Unsecured Creditors", "Affidavit", "Affidavit Default (Chapter 13) (Fee)", "Amended Creditor Matrix", "Amended Schedules", "Amended Social Security Statement - Private" (which is highlighted in blue), "Amended Voluntary Petition", and "Brief". At the bottom of the list box are "Next" and "Clear" buttons.

- 5) Click **Next**.

The Joint Attorney Filing prompt appears.

- 6) Click **Next**.

The Party Filer Selection screen appears.



The screenshot shows a web interface with a light blue background. At the top, the word "Miscellaneous:" is displayed in blue. Below it, the case number "05-10001" and the name "Frederick Flanagan" are shown in blue. A section titled "Select the Party:" contains a list box with the following items: "Bobin, Wilbur J. (Bill) [Trustee]", "Flanagan, Frederick [Debtor]" (which is highlighted in blue), "Hibernia National Bank, [Creditor]", "Monarch Financial Corp., [Creditor]", and "Office of the U.S. Trustee, [U.S. Trustee]". To the right of the list box is a link that says "Add/Create New Party". At the bottom of the list box are "Next" and "Clear" buttons.

- 7) Select the Debtor as the filing party.
- 8) Click **Next**.
- 9) At the PDF Selection screen, locate, preview and associate the Amended Social Security Statement PDF file.
- 10) Click **Next**.

The Modify Text screen appears as shown below.

The screenshot shows a web interface with a light blue background. At the top, under the heading 'Miscellaneous:', there is a link '05-10001 Frederick Flanagan'. Below this, a grey box contains the text 'Docket Text: Modify as Appropriate.'. Underneath the grey box, a yellow box contains the text 'Amended Social Security Statement (Private)' followed by a text input field containing '05-10001' and the text 'Filed by Frederick Flanagan (Crotty, Haty)'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

- 11) If the entry is correct, click **Next**.

The Final Text screen appears as shown below.

The screenshot shows a web interface with a light blue background. At the top, under the heading 'Miscellaneous:', there is a link '05-10001 Frederick Flanagan'. Below this, a grey box contains the text 'Docket Text: Final Text'. Underneath the grey box, a yellow box contains the text 'Amended Social Security Statement (Private) Filed by Frederick Flanagan (Crotty, Haty)'. Below the yellow box, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the screen are two buttons: 'Next' and 'Clear'.

This is your final screen.

- 12) If everything's correct, click **Next**.

The Notice of Electronic Filing appears.